

Job Opportunity Bulletin

Post Date: **SEPTEMBER 3, 2015**

NURSE CONSULTANT III

(2 positions available)

Salary Range: \$8,813 - \$11,031

Permanent, Full Time

FINAL FILING DATE: SEPTEMBER 18, 2015

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Please refer to:

Position # 473-221-8181-101/102

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be screened and
only the most qualified will be
interviewed.

CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: claudia.lutz@dds.ca.gov

This incumbent performs monitoring, training and complex nursing consultation related to the Adult Residential Facility for Persons with Special Health Care Needs and other residential programs. The Nurse Consultant III may review program plans for small residential facilities assuring compliance with state and federal regulations and may provide quality assurance and standards of clinical practice related to health services for persons with developmental disabilities.

For complete duties, please see the duty statement on the following page.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Principles, techniques, methods, and procedures of current nursing practices.
- ❖ Management problem-solving methods.
- ❖ Principles and methodology of research.
- ❖ Current trends in the fields of nursing education and health care services.
- ❖ Interagency and interdisciplinary relationships.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date.

All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include the **basis of your eligibility** (list eligibility or lateral transfers must meet the minimum qualifications of this classification) and **position #473-221-8181-101/102** on your application.

Minimum qualifications (MQs) will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q

Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (1/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY SERVICES DIVISION
PROGRAMS AND POLICY BRANCH
COMMUNITY LIVING SECTION**

DUTY STATEMENT

JOB TITLE: Nurse Consultant III**POSITION #:** 473-221-8181-101/102

POSITION DESCRIPTION: Under general direction of the Programs and Policy Branch Manager, this incumbent performs monitoring, training and complex nursing consultation related to the Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) and other residential programs. The Nurse Consultant III (NC III) functions as a health professional providing nursing consultation, training, and technical assistance to residential service providers, regional center staff, and/or physicians related to consumer health care in the community. In addition, the NC III may review program plans for small residential facilities assuring compliance with state and federal regulations, and may provide quality assurance and standards of clinical practice related to health services for persons with developmental disabilities, including but not limited to, approving specialized procedures for residential facilities.

SUPERVISION EXERCISED: None**SUPERVISION RECEIVED:** Reports to the Manager, Programs and Policy Branch

EXAMPLES OF DUTIES: The NCIII provides monitoring and technical assistance to regional centers and ARFPSHNs to ensure compliance with licensing and certification requirements. This requires on-site visits to each licensed facility every six months, or more often, if necessary. The NC III functions as a lead health professional liaison providing nursing consultation to departmental staff, regional centers, Department of Social Service staff, Department of Public Health staff, Department of Health Care Services staff, and residential providers on nursing care issues related to individuals with developmental disabilities.

Essential Job Functions:

- 30% Monitors regional center and service provider compliance with the ARFPSHN requirements, including but not limited to, assuring that appropriate health care is provided as prescribed in each consumer's Individual Health Care Plan and in accordance with the providers written policies and procedures.
- 25% Develops, implements and updates, as needed, the written protocol for monitoring ARFPSHN facility compliance to ensure that the facility meets current requirements for the provision of health care and licensure. Provides technical assistance to regional centers and ARFPSHNs regarding the licensing and certification requirements. Provides on-site visits to each ARFPSHN every six months, or more often as necessary, to assure that each ARFPSHN maintains compliance with the licensing and certification requirements.

- 20% Functions as a Department health professional liaison providing nursing consultation to other departmental staff, regional centers, Department of Social Services staff; Department of Public Health staff; Department of Health Care Services staff; and residential service providers on residential programming and nursing care issues related to the unique characteristics, behaviors, and health care needs of regional center consumers.
- 10% Provides training, as appropriate, in current principles, techniques, methods and procedures of current nursing practice to residential service providers in the community and as needed; analyzes and documents situations that may jeopardize consumer health and/or safety; and recommends appropriate action to the service provider, regional center and/or the Department.

Marginal Job Functions:

- 5% Assists DDS information technology staff to maintain reliable information on trends related to residential services. Assists with data gathering and reviewing for evaluation purposes to support a progressive DDS service system.
- 5% Assists in the development of regulations related to implementation of residential services, as needed, and prepares reports, contracts, bill analyses, budget change proposals, and other written documents that respond to inquiries, issues, complaints related to residential services.
- 5% Reviews program plans for small residential facilities assuring compliance with state and federal regulations, and provides quality assurance and standards of clinical practice related to health services for persons with developmental disabilities, including, but not limited to, approving specialized procedures for residential facilities.

WORKING CONDITIONS: This position requires approximately 35% to 40% statewide travel, has tight timelines for submission of evaluation reports, and will require working on a personal computer 20% to 40% of the time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles, techniques, methods, and procedures of current nursing practices; epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases; current philosophies and patterns of nursing education; principles and methods of consultation; group process and problem solving; research principles and methodology; roles, responsibilities, and interrelationships of the various health disciplines and health agencies; functions of social and health agencies; cultural and sociological patterns as they affect health programs; State and Federal legislation related to health services; management problem-solving methods; principles and methodology of research; current trends in the fields of nursing education and health care services; interagency and interdisciplinary relationships.

JOB TITLE: Nurse Consultant III

POSITION #: 473-221-8181-101/102

DESIRABLE QUALIFICATIONS (Continued):

Ability to: Work independently; effectively provide consultation and technical assistance; establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies; analyze situations accurately and take effective action; be flexible in approach to the solution of problems; communicate effectively; prepare reports.

CERTIFICATION OR LICENSE: Must have an active valid license as a registered nurse in California.